

## THE PRE-WORKSHOP CHECK LIST

AREA	ACTIVITY	COMPLETED	
		YES	NO
<b><u>1. Needs Analysis</u></b>	<ul style="list-style-type: none"> <li>• pretest instrument has been developed</li> </ul>		
	<ul style="list-style-type: none"> <li>• pretest instrument has been administered</li> </ul>		
	<ul style="list-style-type: none"> <li>• pretest data has been analyzed and compiled</li> </ul>		
	<ul style="list-style-type: none"> <li>• course content has taken account of the above</li> </ul>		
<b><u>2. Design and Development of Course Content</u></b>	<b>Rationale</b> - is clearly stated		
	<b>Objectives</b> - are clearly stated		
	- are measurable		
	<b>Instructional strategies</b>		
	- are varied to meet learning needs		
	- are appropriate to the content		
	- are adaptable to the context		
	<b>Delivery methods</b> -are audience friendly		
	- are based on andragogical principles		
	- take into account the use of technology		
	<b>Activities</b> Are well-designed and do-able <ul style="list-style-type: none"> <li>- are linked to learning objectives</li> <li>- take account of different learning styles</li> <li>- provides opportunities for individual and group interaction</li> </ul>		
	<b>Evaluation</b> - Evaluation strategies are identified		
<b><u>3. Course Materials</u></b>	<ul style="list-style-type: none"> <li>• Materials have been identified and procured <ul style="list-style-type: none"> <li>- hand outs, cd-roms, web-based materials</li> <li>- course timetable,</li> </ul> </li> <li>• Materials have been prepared and packaged</li> <li>• There are adequate quantities of materials</li> <li>• Copyright issues have been addressed</li> </ul>		

<b>4. <u>Course Presenters/Facilitators</u></b>	<ul style="list-style-type: none"> <li>• Course presenters have been engaged</li> <li>• Alternates have been identified</li> <li>• A presenters/facilitators guide has been prepared and distributed</li> </ul>		
<b>5. <u>Workshop Materials</u></b>	<ul style="list-style-type: none"> <li>• Stationery: folders, writing materials, etc. have been secured</li> <li>• Flip charts, markers, multimedia equipment, etc.</li> </ul>		
<b>6. <u>Facilities and Resources</u></b>	<ul style="list-style-type: none"> <li>• Venue is suitable and accessible:</li> <li>• well-ventilated, lighted,</li> <li>• appropriate furniture and equipment,</li> <li>• technology friendly</li> </ul>		
<b>7. <u>Administrative and Technical Support</u></b>	<ul style="list-style-type: none"> <li>• Support staff is in place for registration and distribution of materials and general operations.</li> <li>• Technical support is available on site</li> </ul>		
<b>8. <u>Catering</u></b>	<ul style="list-style-type: none"> <li>• Catering arrangements have been finalized</li> <li>• Special needs participants have been catered for</li> <li>• Catering time schedule has been fixed</li> <li>• Disposal arrangements are in place</li> </ul>		
<b>9. <u>Workshop Formalities</u></b>	<ul style="list-style-type: none"> <li>• Media releases have been prepared and sent</li> <li>• Invitations have been sent out to officials and other relevant personnel, and the media</li> <li>• Banners and promotional materials have been secured</li> <li>• Opening Ceremony agenda has been finalized</li> <li>• Guest speaker has been invited.</li> <li>• Protocol measures have been put in place</li> <li>• Certificates have been designed, printed and signed</li> </ul>		
<b>9. <u>Recording of Workshop Proceedings</u></b>	<ul style="list-style-type: none"> <li>• Still and video photographers have been contracted</li> </ul>		
<b>10. <u>Workshop Evaluation Documents</u></b>	<ul style="list-style-type: none"> <li>• Workshop evaluation instruments are prepared for               <ul style="list-style-type: none"> <li>- Evaluating modules</li> <li>- workshop evaluation</li> <li>- Personal reflections</li> </ul> </li> </ul>		